

NOTICE OF VACANCY
July 22, 2020

POSITION: Chief of Police

DEPARTMENT: Police

SALARY RANGE: \$150,000 - \$170,000 plus education incentive

HOURS: Monday – Friday and evenings and weekends as required

Position Purpose:

Plans, organizes, and directs the operations of the Police Department, its staff and equipment, in the protection of life and property, and in the prevention and suppression of crime; all other related work as required. The Chief of Police is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. In light of recent nationwide events, follow Executive Order (attached) to adopt common sense reforms to the use of force policies of the Framingham Police Department, including the principles of "8 can't wait. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversee and directs all operations of the police department including Patrol, Community Policing, Crime Prevention, Traffic, Police Canines, Criminal Investigations, Narcotics and Vice Investigations, Evidence, Records, Dispatch, Administration and Internal Affairs; organizes, directs and oversees all staff; makes work assignments, provides training, evaluates performance, determines discipline, handles grievances and supervises the records system.
- Develops and oversees departmental policies and operating procedures; delegates authority; monitors daily duties and assignments; reviews reports and incidents.
- Reviews, approves/denies requests for firearm licenses, loudspeaker permits, tag sale permits, taxi license applications, and raffle and bazaar permits.
- Ensures compliance of department staff with all pertinent laws, rules/regulations (federal, state, local).
- Develops and promulgates all general and special orders of the department, and may follow-up with written or oral explanatory information. Reviews and revises various department policies due to changes in the law and implements "best practices".
- Takes charge at crime scenes, emergencies, accidents, makes final decision on action for the protection of citizens, property and staff personnel; cooperates with law enforcement of other jurisdictions in the investigation and apprehension of suspects.
- Responds to and handles requests from Mayor's Office in regards to public safety, traffic, code enforcement and quality of life issues.

- Works to change certain conditions in the community in order to provide a safer environment; ensures that officers are provided with the necessary training to address the needs of the community; provides opportunities for employee development.
- Works with various community groups to enhance relationships, encourage crime prevention activities.
- Prepares department budget and directs the expenditure of appropriated funds, overseeing necessary record-keeping to control expenses.
- Leads strategic planning for the department developing short-term and long-term goals; institutes data driven approaches to crime and traffic safety and develops internal resources.
- Keeps informed on all departmental matters ensuring duties are being properly discharged; prepares and submits periodic and special reports to federal, state and city officials, as required.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in Criminal Justice, law enforcement, public administration or related field; and Ten years of progressively responsible experience with at least five years of increasingly responsible command experience; or any equivalent combination of education, training and experience. Bachelor's Degree required. Completion of the FBI National Academy, Southern Police Institute or Northwestern University for Public Safety is a plus.

Special Requirements:

A valid motor vehicle operator's license and license to carry fire arms is required. Completion of Massachusetts Criminal Justice Training Academy (MCJTC) for full-time police officers or equivalent academy acceptable to the MCJTC and CORI Clearance.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of city, state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Knowledge of labor law and collective bargaining. Knowledge of computers applications as they are used in police work.

Ability: Leads and supervises subordinates and transmits general instructions in the form of detailed orders; establishes and maintains effective working relationships with City officials, subordinates, the general public and other law enforcement officials; analyzes and interpret laws, ordinances, rules, regulations, standards, and procedures and applies them to specific situations and cases. Organizes the Police Department in order to recognize needs and provide applicable social and protective services to the community; formulates police rules, regulations, policies and procedures; works in a high-stress environment on a regular basis, remains calm, concentrates and performs all responsibilities in a competent manner; communicates effectively and efficiently verbally and in writing.

Skill: Managerial and organizational skills; fiscal skills; demonstrated skills in working cooperatively with others, citizens groups, and individuals in promoting the best delivery of services to the community.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit and talk or hear, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a keyboard and calculator at efficient speed. Occasionally may need to move objects weighing up to 75 pounds. Vision and hearing at or correctable to normal ranges. Physical ability to perform all the duties of a police officer.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high-level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, incumbent works independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Works under the administrative direction of the Mayor through the Chief Operating Officer; managing the operations of a major City department, performing highly responsible professional and administrative functions.

Supervision Given: Supervises all department employees, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and indirectly through subordinates. Administers discipline to departmental staff.

Job Environment:

- Work is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies or when conducting investigations. Employee is required to work outside of normal business hours on a daily basis. In addition, employee is on call for emergencies 24 hours a day, 7 days a week.
- Operates motor vehicle, all police equipment/firearms, computer, and other standard office equipment.
- Makes frequent contacts with other public officials, other city departments, other municipal police departments, local civic and social organizations, and the legal community; makes frequent contacts with regional, state, and federal governmental agencies.
- Has access to extensive confidential information such as personnel records, criminal investigation and records, lawsuits, personal information about citizens, as well as collective bargaining negotiating positions.
- Errors could be costly in terms of decreased or less efficient protection to persons and property, possible personal injury/death, and have direct financial and legal repercussions. The position requires employee to make decisions that can have catastrophic consequences to the city.

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This position will close on September 18, 2020. AA/EOE